

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### PLANNING QUESTIONNAIRE FOR SCHOOLS

Use the questions below to help your school plan for an emergency.

1. Does your school have a multi-hazard emergency plan in place?
2. Are staff and students **trained** on the procedures?
3. How often has your school exercised the plan? Have any changes been made, based on the exercise?
4. Does your staff know where your emergency checklists and resource manuals are located?
5. Do new hires, volunteers, student teachers and substitutes get training on your emergency plan *before* starting to work?
6. Does every school principal know *how long* would it take for local fire, police or EMS to arrive, after dialing 9-1-1?
7. Is your staff *trained* to handle emergency tasks until help arrives?
8. Is any of the school staff trained to do CPR?
9. Does your school have 9-1-1 on speed dial?
10. Does your school know *how long* will it take for a principal to obtain personnel or equipment from other facilities?
11. In an evacuation, does your school have enough buses to transport **all** of the students to another site?
12. Do the local emergency services (police, fire, etc.) have floor plans of all school buildings in their jurisdiction?
13. Have your principals invited local police and fire to do a “walk-through” of their schools **yearly**?
14. **When** does the school practice fire, evacuation and tornado drills? Is it at the “high traffic” times (i.e., lunchtime, change of class, beginning and end of the school day)?
15. Does your school have a student release system established? Is the staff trained to do their tasks?
16. Do you have procedures in place if an emergency occurs on a bus?
17. Who (besides the principal and janitor) has the keys to the buildings, classrooms, locked fences and gates? What about after school and on the weekends?
18. If your school holds children after normal school hours because of a disaster in the community, is the school prepared to keep students for long periods of time? (Do you have enough food, water, medication, etc.)?
19. When does the school’s responsibility for the students end? Is your school legally responsible for students if they are kept at school?
20. Do you have a backup system for your vital records?

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### EMERGENCY PLAN CHECKLIST

Use this checklist to verify that you have developed everything you need to include in your school's or district's emergency plan.

Check	Does Your Plan Include . . .
	An Introduction that includes:
<input type="checkbox"/>	▪ A Table of Contents?
<input type="checkbox"/>	▪ An Approval Statement and dated approval signatures of the principal, superintendent, and school board president (as appropriate)?
<input type="checkbox"/>	▪ A Distribution List (including the local Emergency Manager and all first-response agencies)?
<input type="checkbox"/>	▪ A Schedule of Page Changes?
<input type="checkbox"/>	▪ A statement of the purpose of the emergency operations plan?
<input type="checkbox"/>	▪ The size and location of your facility in acres and the number, general size, and use of each building on the site?
<input type="checkbox"/>	▪ The number of students and employees normally on hand and any scheduled daily differences in population?
<input type="checkbox"/>	▪ A description of who is in charge for emergency operations?
<input type="checkbox"/>	▪ The location and function of your primary and alternate on-site Command Posts, including layout, staffing, displays, etc?
<input type="checkbox"/>	▪ Persons, by title, who will be notified in an emergency?
<input type="checkbox"/>	▪ How logistical support will be provided for the emergency response, including provision for food, water, emergency lighting, fuel, etc?
<input type="checkbox"/>	▪ Actions planned to protect essential personnel, equipment, and resources during emergencies?
<input type="checkbox"/>	▪ The actions that will be taken to assure that all employees and students understand the warning signals and know what to do in an emergency?
<input type="checkbox"/>	▪ How emergency information will be disseminated for the disabled, including those who are visually or hearing impaired or non-English speaking?
<input type="checkbox"/>	▪ Individual(s) who will serve as the school's or district's point of contact with the media during an emergency and procedures for authenticating information?
<input type="checkbox"/>	▪ The individual, by title, who is responsible for directing the emergency response?
<input type="checkbox"/>	▪ The individuals by title who are responsible for maintaining recall rosters for all emergency functions?

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual, by title, who is responsible for safeguarding essential records?</li> </ul>
<b>Check</b>	<b>Does Your Plan Include . . .</b>
<hr/>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual(s), by title, who is/are responsible for preparation and distribution of employee and student emergency guidance material?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual, by title, who is responsible for briefing new employees on the emergency plan and the roles to which they are assigned?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual(s), by title, who is/are responsible for developing scheduling and presenting training in safety measures to all students and employees?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual, by title, who is responsible for the logistical preparations and support detailed under Administration and Logistics?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ A three-deep line of succession for the principal (and/or superintendent) to ensure continuous leadership?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ A description of how resources and information are requested and passed through the chain of command to higher levels of the school district?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Descriptions of what records are considered essential and how they are protected and preserved?</li> </ul>
<hr/>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ The individual(s), by title, who is/are responsible for records, reports, and expenditures during an emergency?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Lists of agreements with voluntary organizations, government agencies, and private organizations that will assist the school district during an emergency?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ A resource inventory of emergency items available, including lighting, first aid and medical supplies, firefighting equipment, and other basic emergency response support equipment?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Additional resource requirements for personnel, equipment, and supplies and the source(s) and method for obtaining them?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Provision for annual review of the emergency plan (conducted jointly with the local emergency management staffs)?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Provision for updating the plan based on deficiencies identified through drills, exercises, and actual emergencies?</li> </ul>
<hr/>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ A map of the area showing items that may have an impact on the school, including major highways, railways, airports, power transmission lines and generating stations, industrial complexes, bulk oil and gas storage, pipe lines, etc.?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ A plot plan of the facility and floor plan(s) of the building(s), showing the location(s) of heat plants, boilers, generators, flammable liquid storage, other hazardous materials storage, firefighting equipment locations, first aid facilities, etc.?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Call-up lists with the names, titles, telephone numbers, and organizational responsibilities of all involved in emergency operations?</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Checklists that detail specific tasks to be accomplished in an emergency?</li> </ul>

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

- ☐ ■ Responsibility matrices?
- 

### RESPONSE SUPPLIES CHECKLIST

This checklist is a comprehensive list of items that schools may need to respond to an emergency. Your school will not need all of these response supplies for every emergency but should plan on stocking (or being able to obtain) these supplies in the case of a catastrophic disaster. Your emergency planning team should select the required equipment based on your hazard analysis and tailor this list to meet the needs of your school. Use the checklist as a guide to developing and maintaining your supply inventory.

**Note:** Your school may not need all items on this checklist—or it may need other items that are not shown here. Review the list carefully to determine the supplies that your school needs.

#### [ **Classroom “Go Kit”**

- ☐ Bright-colored bucket with lid. The bucket should be stenciled with the classroom number for visual identification.
- ☐ First aid kit.
- ☐ A hat, vest, or other unique identifier for the teacher (and aide).
- ☐ A whistle.
- ☐ Student accounting paperwork for student accountability (student disaster cards, buddy class list, etc.).
- ☐ Tarp or ground cover.
- ☐ Age-appropriate time passers (cards, crayons, etc.).

#### [ **Storage Container** (Keep this container outside if your school is at high risk for earthquakes.)

- ☐ Medical equipment.
- ☐ Food and water. (Remember dietary needs for special populations.)
- ☐ Sanitary supplies:
  - ☐ Toilet paper.
  - ☐ Chemicals (if required).
  - ☐ Plastic sheeting for privacy.
  - ☐ Disinfectant spray.

**Note:** Consult with the local sanitation district regarding plans for post-event disposal of human waste.

- ☐ Spare batteries.
- ☐ Blankets.
- ☐ Search and rescue backpacks with medical supplies.

#### [ **Outdoor Storage Container** (Continued)

- ☐ Search and rescue bucket that contains:

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

- ☐ Flashlights.
- ☐ Crowbar.
- ☐ Masking tape.
- ☐ Large chalk.
- ☐ A door restraint.
- ☐ A lanyard with snap hook.
- ☐ Whistle.
- ☐ Keys.
- ☐ Portable radio.
- ☐ Pen and clipboard (for logging of victim locations and status).
- ☐ Site map.
- ☐ A lockbox with master key sets (enough to guarantee access) on lanyard.
- ☐ A bullhorn.
- ☐ Rescue tools:
  - ☐ Shovels
  - ☐ Pry bars
  - ☐ Sledgehammers (10 lb.)
  - ☐ Pick axes (6 lb.)
  - ☐ Backboards

### ] **Water Barrels**

### ] **Water Dispensing System**, consisting of:

- ☐ 5-gallon barrel(s) with spigot in lid.
- ☐ Disposable paper cups.

### ] **Student Request Table:**

- ☐ Signs to notify parents.
- ☐ Request cards, pencils, and pens.
- ☐ File box containing each student's emergency card and alpha dividers.
- ☐ Staplers.
- ☐ 2-way radios.
- ☐ Vests for staff and student runners.

### ] **Fire Extinguishers (A, B, C, D)**

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### SUGGESTED SPECIFICATIONS FOR WATER STORAGE CONTAINERS

This checklist includes specifications for water storage containers. Use the checklist as a guide to planning the type and numbers of storage containers needed at your school.

]

#### **Quantity Considerations:**

- ☐ Number of students and staff requiring water. (Allow 1-2 gallons per person per day for drinking and 1-2 gallons per person per day for sanitation needs.)
- ☐ Uses (i.e., drinking only, cooking and drinking, or drinking, cooking, and sanitation).
- ☐ Length of time predicted to release all students and staff.

]

#### **Container Size Considerations:**

- ☐ Stacking.
- ☐ Storage space.
- ☐ Transport requirements.

+

#### **Tips!**

1. Consider having the local water authority perform random checks of the drinking water to ensure potability.
2. If containers must be stacked, consider improving stability by placing a masonite or plywood sheet between each layer of containers.
3. If toppling is a potential problem (such as in an area that is high-risk for earthquakes), consider restraining the containers with 2 x 8 boards, held in place with removable wing nuts.

## **PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST**

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### RECOMMENDED EMERGENCY SUPPLIES

#### First Aid:

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus  
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.):  $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs per campus
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls per campus  
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves, 4 pairs

#### Sanitation Supplies:

- 1 toilet kit per 100 students/staff, to include: 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags. (Note: Toilet kits will not be necessary for most emergencies. Consult your hazard and risk analyses when determining need.)
- Soap and water, in addition to the wet wipes, is strongly advised.



## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### Search and Rescue Equipment:

Adjust the number of S&R teams according to the size and complexity of the campus. Teams must consist of a minimum of two persons.

#### Protective gear per team member:

- Hard hat, OSHA approved
- Identification vest
- Gloves, leather work and latex
- Goggles, safety
- Dust mask
- Flashlight, extra batteries (Attach flashlight to hard hat)
- Duffle or tote bag to carry equipment

#### Gear per S&R team:

- Back pack with first aid supplies
- Master keys

#### Tools, per campus:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>▪ 2 pry bars 5'–6'</li><li>▪ Pick ax, 6 lb.</li><li>▪ Sledgehammer, 10 lb.</li><li>▪ Square shovel</li><li>▪ Round shovel</li><li>▪ Utility shut off wrench, 1 per utility</li><li>▪ 3 rolls barrier tape 3" x 1000"</li><li>▪ Broom, street grade</li><li>▪ Pliers, adjustable, 10"</li><li>▪ Pliers, lineman, 8"</li><li>▪ Pry bar, 24"</li><li>▪ Hacksaw, mini folding</li><li>▪ Bolt cutters, 18"</li><li>▪ Hammer, 3 lb.</li><li>▪ Tape, duct</li><li>▪ Plastic bags - 6</li></ul> | <ul style="list-style-type: none"><li>▪ Folding shovel</li><li>▪ Angle head flashlight</li><li>▪ Screwdriver, 6"</li><li>▪ Screwdriver, Phillips, 4"</li><li>▪ Utility knife</li><li>▪ Container to hold tools</li><li>▪ Cribbing (if trained):<ul style="list-style-type: none"><li>▫ 18 - 2"x4"s</li><li>▫ 15 - 4"x4"s</li><li>▫ 6 wedges</li></ul></li></ul> |
|---|---|

## PLANNING QUESTIONNAIRE / RESPONSE SUPPLIES CHECKLIST

### Other Supplies:

- 3' x 6' folding tables, 3-4
- Chairs, 12-16
- Identification vests, preferably color coded per school plan
- Clipboards with job descriptions
- Extra clipboards
- Office supplies: pens, paper, etc.
- Signs for Student Request and Release
- Alphabetical dividers for Request Gate
- Copies of all necessary forms
- Cable to connect car battery for emergency power

### Food:

The bulk of stored food should be nonperishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food which is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value. The recommended amount is 3 days' supply for each student and staff member.

### Storage:

All storage containers for supplies must be organized, bug-free, water tight, secure from vandals, and, if possible, kept cool. Ventilators on the roofs of storage containers allow vandals access. Some schools have purchased used refrigerated cargo containers or sprayed insulation inside the container. Containers should be located on a paved, level surface, away from hazards, preferably in a shaded area. It is highly recommended that shelves be installed to hold and organize the supplies. Secure all supplies from damage during ground shaking. Local fire departments should have keys to the storage container for access to supplies in the event of any local emergency with an agreement to replace the supplies within 72 hours.

### Shelter in Place Kit per room:

- Duct tape, 2 rolls
- Scissors
- Towels
- Water in containers
- Toilet supplies
- Portable radio, batteries
- Flashlight

**Insert your  
Site Emergency Supplies  
Inventory Here**